



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET
P.O. BOX 357068
NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 1500.4F
N3
MAY 03 2000

FASOTRAGRUPAC INSTRUCTION 1500.4F

Subj: PROCEDURES FOR REQUESTING MILITARY TRAINING QUOTAS

Encl: (1 TEMADD Travel Request (FASOTRAGRUPAC Form 1320/31
(Feb 90))

1. Purpose. To promulgate procedures for requesting training quotas for FASOTRAGRUPAC.
2. Cancellation. FASOTRAGRUPACINST 1500.4E.
3. Discussion. Problems arise when personnel unfamiliar with the proper methods and procedures for requesting training quotas attempt to do so. To avoid improper preparation of orders, excessive costs, delays in procurement of tango numbers, incorrect dates of attendance/reporting, no justification/need for the training and improve the communication between departments, the guidelines in paragraph (4) will be instituted. The Director of Training (DOT) (Code N3) will be responsible for coordinating all training quotas for FASOTRAGRUPAC military personnel. Department heads shall familiarize themselves with the content of this instruction.
4. Action
 - a. Personnel desiring training shall obtain approval through their chain of command.
 - b. Quota Control (N30C) will make and confirm all quota requests
 - c. Department heads will forward completed training requests (enclosure (1)) to Quota Control (N30C) via the DOT (N3) at least four weeks prior to the desired training. The request will include course title, course number, course location, course length, course convening date desired, reference to any applicable instruction or guidance mandating the training, any prerequisites, whether a security clearance is

required and any other pertinent information. Enclosure 1 shall be used for this purpose.

d. After Quota Control (N30C) makes and confirms the course request, they will notify the originator of the status of the request via E-Mail or memorandum, and forward enclosure (1) to the Administrative Officer (N1) for preparation of orders. The originator of the orders request is responsible for notifying the Senior Watch Officer or Senior Watch Petty Officer, if applicable.

5. Information. The Quota Control supervisor (N30C) will provide research assistance as required for all training courses offered by naval activities.



E. M. GALLIE

Distribution:
FASOTRAGRUPACINST 5216.3A
List A

TEMADD TRAVEL REQUEST FASOTRAGRUPAC (40) 1320/31 (FEB 90)

REQUEST ACCOUNTING DATA FOR THE FOLLOWING TRIP

FROM:		TO:		40	
		RESOURCES MGT OFFICER FASOTRAGRUPAC, San Diego, Ca.			
NAME:	RANK/RATE:	SSN:	DESIGNATOR (OFFICER ONLY)		
HOME ADDRESS (NO COST ORDERS:)					
LOCATION OF TEMADD:		REASON:		DEPARTURE DATE:	RETURN DATE:
DESIRED MODE OF TRAVEL:			RENT-A-CAR DESIRED		
DTG OF BEQ/BOQ REQUEST		DTG OF NALO REQUEST		IS MESSING AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO	VERIFIED BY:
TEMADD BUDGET STATUS: CIRCLE THOSE WHICH APPLY	NON-FREQUENT TRAVELER		FREQUENT TRAVELER		
	APPROVED (ANY CHANGES, I.E., CHANGE IN NUMBER OF DAYS, MODE OF TRAVEL, ETC., REQUIRE JUSTIFICATION.)				
TRADED (LIST TRIP TRADED)			UNFUNDED (DO NOT SUBMIT W/O JUSTIFICATION ATTACHED)		
REMARKS					

OIC/DEPARTMENT HEAD SIGNATURE

FROM: RESOURCES MGT OFFICER FASOTRAGRUPAC, San Diego, Ca.		CODE:	TO:			
GTR/MTA COST:	TRANSPORTATION COST:	PER DIEM COST:	MISCELLANEOUS COST:	TOTAL COST:	FUND CODE:	
QTRS DIR/NOT REQUIRED/MESSING REQUIRED/NOT REQUIRED						
GOV AUTO/AIR DIR/POV AUTH GOV TR AUTH, EST TR COST \$ _____						
AUTH ADVANCE \$ _____						
AUTH CAR RENTAL GSA OR MTMC NEGOTIATED RATE _____						
TO BE UTILIZED APPROXIMATELY _____						
PURPOSE CATEGORY: _____						
ACCOUNTING APPROPRIATION: _____						

STANDARD DOCUMENT NR	TANGO NR	COST CODE	CUSTOMER IDENTIFICATION CODE (CIC)
REMARKS:			

SIGNATURE

TRANSPORTATION ARRANGEMENTS

IS BEQ/BOQ CONFIRMED? <input type="checkbox"/> YES <input type="checkbox"/> NO	CONFIRMATION NR	IF NO, BEQ/BOQ AVAILABLE. WHEN WAS HDQTRS ADVISED?	WAS MOD ISSUED?	RENTAL CAR
CARRIER	FLIGHT NUMBER	DEPARTURE DATE	DEPARTURE TIME	
REMARKS				